

HELPFUL HINTS – APPLYING FOR VACANCY ANNOUNCEMENTS

1. Confusion exists between Merit Promotion (MP) and Delegated Examining Unit (DEU) announcements. Please be sure you pick the correct announcement to apply on for the job you are interested in – there are several choices depending on your situation.
 - A. When the vacancy # includes “MP” [i.e. Hanford-2007-0801 (MP)] it means:
 - Applications will be accepted from current federal employees or employees that are reinstatement eligible.
 - Working for a federal contractor does NOT constitute “federal employment status.”
 - B. When the vacancy # includes (DEU) it means:
 - Applications will be accepted from All US citizens.

There may be reasons why a current or former federal employee MAY want to apply on a DEU (sometimes called Public or External vacancy), but typically a current or former federal employee has more advantage if they apply on the MP vacancy. Some reasons are:

 - On DEU referrals (candidate lists) only 3 names are provided (per position-per grade) to the selecting official.
 - If an employee is a veteran, the employee may feel that the additional points for veterans’ preference will be beneficial if he/she applies on the DEU vacancy announcement.
 - If an employee is at a certain grade and/or series and feels that he/she has higher level experience, the employee may want to apply on the DEU vacancy in order to re-enter the government service at a higher grade and/or in a different series (if selected).
2. Time-in-grade requirements:
 - One year at the next lower grade is required to qualify for a promotional opportunity above the GS-5 level.
 - An applicant must be within 60 days of meeting this requirement in order to apply for the promotional opportunity and be considered qualified.
 - If you have never worked for the government and are asked this question, assume that you meet time in grade requirements and mark “yes.” DOE Human Resources will review your information to confirm you meet this requirement.
3. Specialized experience requirements:
 - For example, if an employee is a GS-07 clerk, he/she is not automatically eligible for a GS-07 budget analyst position.
 - Applicants are required to have one year of specialized experience in order to meet the eligibility requirements of the GS-07 budget analyst to be ranked as eligible.
 - If you have never worked for the government and are asked this question, assume that you meet specialized experience requirements and mark “yes.” DOE Human Resources will review your information to confirm you meet this requirement.
 - Please make sure your resume provides information that clearly demonstrates that you meet the specialized experience requirements.

4. When applying you must answer all of the questions that are in the vacancy announcement. Applicants must also submit a resume. It is a good idea/suggestion that applicants complete a position specific resume or have a resume that covers all experience related to this announcement. A resume must substantiate the answers to the self-assessment questions. You cannot have too much information in your resume. Unlike the private sector, when applying for a government job, your resume should include a lot of information. The answers you provide to the questions, substantiated by your resume, are what federal HR specialists use to confirm your minimum qualifications. HR Specialists cannot infer anything. Years of experience alone is not enough information to demonstrate qualifications. Please take the time to fully explain what work you have done, for whom, how long, and your specific role/contribution.
5. When a vacancy announcement states that documentation is required, applicants must follow the instructions in the vacancy announcement to submit required documents. Failure to submit required documentation may result in disqualification.
6. It is extremely important that applicants read the vacancy announcement in its entirety to make sure that all requirements are met.
7. If an applicant has questions or needs clarification; contact the Human Resources Representative that is listed on the vacancy announcement prior to the closing date. The Human Resources Representative can provide guidance and assistance as needed.
8. Many people forget their log-on ID and password within USAJOBS. Please retain your log-on and password information in a secure place to expedite your access to the system. In the event that this information is lost or forgotten, USAJOBS allows applicants to request this information at the log-on screen.
9. It is not recommended that you apply for a position on the day the vacancy announcement closes in USAJOBS. It should be noted that all vacancies close at 9:00 p.m. PT and 12:00 a.m. ET. In the event you encounter technical difficulties and you have waited until the last day, you may not be able to complete the application process.
10. It is important that you review your profile each time you apply for a position within USAJOBS to ensure that it is up to date.